



# MERIT PROMOTION JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 08-580  
**Position Title:** Group Chief  
**Series and Grade:** KO-4416-00  
**Salary Range:** \$38.89 PH  
**Promotion Potential:** None  
**Opening Date:** 05/08/08  
**Closing Date:** 05/21/08  
**Location of Position:** Plant Operations, Office of the Production Manager, Pre-Press Division, Digital Pre-Press Section  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Full-time (Shift 1: 7:30 a.m. – 4:00 p.m.)  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

Supervises employees in the Digital Press Section. Prioritizes and distributes work to journeypersons, explains work assignments, as needed and specifies the standards to be met. Reviews work while in progress or upon completion to analyze and evaluate the quality and quantity of output. Ensures accomplishment of assigned production schedules by making technical determinations when necessary, and by altering previously established scheduled priorities. Answer inquiries, and resolves problems related to the work. Advises, assists and provides informal training to journeypersons in all phases of Digital Pre-press. Keeps the supervisor aware of changes in scheduled production. Assures that employees observe rules and regulations on housekeeping, conduct, safety, and occupational health. Assures that equipment is properly maintained. Maintains adequate supply of materials to assure uninterrupted production. Nominates employees for awards, initiates corrective actions, rates the performance of subordinates, and advises Foreperson of leave requests. Acts as Assistant Foreperson when required. Performs other related duties as assigned, including journeyperson duties when required.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to lead and supervise the work of others.*** To meet this screen out, **applicants must successfully meet all of the criteria in one of the following two options:**

### **Option 1 Criteria – Applicants must fully meet all of the following:**

- 1) Successful completion of a formal, recognized apprenticeship or GPO journeyperson training program (or possess substantially equivalent practical experience in the trade of the above vacancy); **and**
- 2) Completion of at least two (2) years of subsequent journeyperson experience; **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

**OR**

**Option 2 Criteria** – Applicants who do not meet the above criteria may still qualify provided they **fully meet all** of the following:

- 1) Have a baccalaureate degree or three (3) years of responsible experience in the printing industry equivalent to the journey person level; **and**
- 2) Have two (2) years of experience in the printing industry of a scope and quality sufficient to carry out the duties of the position (one (1) year of which must have been at or comparable to the PG-12 level; **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

**NOTE # 1:** Selectee may be subject to serving a one (1) year probationary period as prescribed by GPO Instruction 610.9A, “Probationary Period for Newly Appointed Managers and Supervisors.”

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

**Job Elements for this position:**

1. Ability to lead and supervise the work of others. **(SCREEN OUT)**.
2. Ability to plan, schedule, and coordinate work to meet deadlines.
3. Knowledge of technical practices such as scanning, proofing, digital files, chemical, film assembly, and desktop publishing.
4. Ability to interpret technical instructions and printing specifications in order to solve problems.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**Step 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**Step 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Employee Services Center in Room C-106.

**Step 3:** Prepare separate narrative responses to each of the job elements listed in this announcement.

**Step 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Aisha Maxwell  
HC Operations  
Phone: (202) 512-0666  
TDD: (202) 512-1519

(Please include announcement number in subject line and attach documents in Word or PDF format).

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**